



Heworth Grange Comprehensive School Specialist Arts College

High Lanes, Heworth, Gateshead, NE10 0PT

Tel: 0191 421 2244

Fax: 0191 420 2320

Head Teacher: Mr C. Richardson

Web: www.heworthgrange.org.uk

ABSENCE REQUEST FORM (INCLUDING HOLIDAYS DURING TERM TIME)

NOTES TO PARENTS/CARER

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for a holiday in term time you must have Parental Responsibility and be the parent with whom the child normally lives. **Permission for a holiday must be sought four weeks in advance** and must be for the purpose of a family holiday. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will consider:-

- The time and duration of the leave
- Your child's record of attendance and attitude to learning
- Learning that will be missed

Holiday leave will only be granted in exceptional circumstances, and **definitely not** be authorised if

- the pupil is due to take an examination during the period of the leave of absence
- the holiday is requested in the first four weeks of September

I wish to apply for:

NAME OF CHILD _____ FORM _____

to be authorised as being absent from school

from _____

to _____ inclusive

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

IF HOLIDAY LEAVE IS BEING REQUESTED, A PARENT/CARER WILL BE EXPECTED TO COME INTO SCHOOL TO DISCUSS THE REQUEST.

A decision will be given in writing, stating whether the request has been approved, and any conditions that apply to an approval. Pupils will be expected to make up any missed work on their return to school.

Signature of Parent/Carer _____ DATE _____

NB If a holiday is taken without it being authorised the School/College is required to report the absence to the LA who may issue a £60 Penalty Notice, per parent, per child.

**THIS FORM SHOULD BE RETURNED TO SCHOOL FOR THE ATTENTION OF
Mrs O'Brien (ATTENDANCE OFFICER)**

HOLIDAYS IN TERM-TIME

IMPORTANT: Please read carefully the information below.

THE FACTS

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.

Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

WHAT YOU SHOULD CONSIDER

There are times during a school year when a child may experience particular problems because of term-time leave such as:-

- Closeness to exams or tests.
- During GCSE, and other examination courses.
- During the first year at a new school.
- At the beginning of a new school term.

THE LAW

If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a £60* fine per parent for each child.

The law does not say that parents have an automatic right to take their child out of school for holidays during term-time. However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any school year.

The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away from school for a total of four weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.

Advice from the Department for Children, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are **special circumstances**. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not special reasons.

Other absence from school will be authorised if it is for the following reasons:

Genuine illness

Unavoidable medical / dental appointments (but try to make these after school if at all possible)

Days of religious observance

Exceptional circumstances, such as bereavement

Seeing a parent who is on leave from the armed forces

External examinations

When Traveller children go on the road with their parents

Examples of other absence from school that will not be authorised:

For any type of shopping

Looking after brothers, sisters or unwell parents

Minding the house

Birthdays

Resting after a late night

Relatives visiting or visiting relatives

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this information you will reconsider your request to take holiday during term time.

*Penalty Notice £60 if paid within 28 days, increasing to £100 if paid after 28 days and before 42 days.